

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Change Order Request to Purchase Order No. 52325 (Staff recommends approval).
REQUESTED ACTION: Approve change to increase total by \$6,600.00

☐ Work Session (Report Only) **DATE OF MEETING:** 8/9/11
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☒ N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: Financial Services

BUDGET IMPACT: \$6,600.00
☐ Annual **FUNDING SOURCE:** Transit
☐ Capital **EXPENDITURE ACCOUNT:** 116-490-549-5220
☐ N/A

HISTORY/FACTS/ISSUES:

Purchase Order #52325 (Shell Fleet Plus) increase request by \$6,600.00 due to the cost of fuel has increased significantly.

Exhibit A

CHANGE ORDER REQUEST FORM



PO Number 52325
 Vendor Shell Fleet Plus
 PO Amount \$39,000.00 (24,000.00 + 900 + 15,000)
 Net Change Amount (-/+) + \$6,600.00

PLEASE CHANGE THE FOLLOWING ITEMS						
Item Number	From Quantity	To Quantity	From Unit Price	To Unit Price	From Account Code	To Account Code
			\$39,000.00	\$45,600.00		

PLEASE ADD THE FOLLOWING ITEMS						
Item	Account	Description	Quantity	Unit Price	Amount	

Cancel Entire Purchase Order ☐

Original Requestor's Signature _____

Cancel Item Numbers _____

Reason/Justification/Special Instructions:

Cost of fuel has increased significantly

Signature/Approvals

Department Head

Date

Division Director

Date

Financial Services Dept.

Date

County Administrator

Date

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

52325

TO

BUSHNELL, FLORIDA 33513-9402

November 17, 2010

Shell Fleet Plus
Post Office Box 183019
Columbus, Ohio 43218-3019

DATE Transit

DEPT. _____

BY David Levesque

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
116-490	549-5220		BLANKET PURCHASE ORDER For account #: 065-334-203 Fuel charges for The Villages and Gainesville Bus Routes prev - change order + 15,000.00 prev - change order + 900.00 4/27/11 Curr change order + 4,600.00 46,500.00 24,000.00		
			TERMS:	TOTAL	

DELIVER TO: _____

BOARD OF SUMTER COUNTY COMMISSIONERS

AUTHORIZED BY: _____

**NOTE: ONLY ORIGINAL INVOICES
WILL BE CONSIDERED FOR PAYMENT**

DISTRIBUTION:

BLUE COPY - TO BOARD OF COUNTY COMMISSIONERS
WHITE COPY - TO VENDOR
CANARY COPY - TO DEPARTMENT HEAD
GREEN COPY - TO BOARD OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

BY: _____ DATE: _____

- OFFICER OR DEPT. HEAD
1. MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
 2. PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
 3. EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
 4. THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-8012622366C-3.